

Instructions for Completing the Radioactive Shipment Record (RSR) Form

NOTE: Minor changes on an RSR may be implemented in the field with concurrence by Waste Services T & P personnel by drawing a line through the initial entry, entering the correction above it, and signing the shipper's authorized signature adjacent to the correction.

- a. Block 1: Fill in "Ship From" section, including Company, Street Address, Contact, and Phone.
- b. Block 2: Fill in "Ship To" section, completing all information requested.
- c. Block 3: RSR Number is provided. Enter page numbers.
- d. Block 4: Check as applicable, including Shipment Authorization # if applicable.
- e. Block 5: Place an "X" in applicable box in "Proper Shipping Name" (PSN) Section. If a Reportable Quantity is being shipped, mark "RQ" in front of the applicable PSN in the HM column. If the material is a federally regulated waste, add the word "waste" to the front of the proper shipping name.
- f. Block 6: Check box/boxes as applicable.
- g. Block 7: Identify physical and chemical form by checking applicable boxes.
- h. Block 8: If material meets definition of low specific activity or surface contaminated object mark the appropriate entry.
- i. Block 9: Enter "Emergency Response" information and must include Area Code and Phone # along with applicable Emergency Response Guides. The phone number to be used for onsite shipments is 509 373-3800. The phone number to be used for offsite shipments is 888 766-0771.
- j. Block 10: Check appropriate labels applied and, in the block immediately to the right, mark placarding and special shipment, as appropriate.
- k. If a Fissile Material Controlled Shipment, mark the package-per-vehicle statement immediately following this section.
- l. Block 11: Identify: No. of Pkgs., Model Package, COC/Spec, Serial No., Seal No., Isotopes, TI, Bequerrels (TBq is acceptable)/Pkg., and Gr. Wt in Kgs., and totals if applicable.

NOTE: An attachment page may be used if original space is insufficient to add all required information.

- m. Block 12: Provide shipper certification signature, date, organization, and cost code. These will need to be entered in the shipper certification block by a designated authorized shipper as defined in HNF-RD-7900, *Transportation and Packaging Program Requirements*.

- n. Block 13: Completed by the Radiological Control Technician (RCT) including surface dose rate in Sieverts, dose rate at 1 meter, re-moveable contamination smear surveys in becquerrels, vehicle dose rates in Sieverts, along with the RCT's signature, the bldg., survey # and date.

NOTE: For onsite shipments requiring HNF-5173 release limits, check appropriate box to verify application of Table 2-2 limits.

- o. Block 14: Driver will identify vehicle number and provide signature. This block is also used by the receiver to verify receipt of the shipment with signature and date to be entered.
- p. Block 15: Transportation and Packaging delegated/authorized shippers complete and sign for Offsite DOT compliance verification.
- q. Block 16: Check appropriate box(es) if certifying the shipment for air transport.
- r. Block 17: The T &P -delegated/authorized shipper completes, signs, and retains copy for final shipment authorization.

Copy Distribution

- | | | |
|-----------|---|---|
| White | - | (Top Copy) Retained by Authorized Shipper. |
| Goldenrod | | (Bottom Copy) Retained by RCT at origin. |
| Canary | - | Given to the Receiver after receipt and signature. |
| Green | - | After receipt and signature of receiver, forwarded to Onsite/Offsite Shipments. |
| Pink | - | Retained by certifier, if different than the Authorized shipper at origin. |

NOTE: The above instructions are printed on the reverse side of the RSR for disposition of copies.